

# **Limited Personal Use of State Resources For Employees of the Office of the Governor**

Adopted: February 28, 2003

## **I. Purpose**

This policy establishes guidelines, which permit very limited personal use of state resources and time by officers and employees of the Office of the Governor.

## **II. Applicability**

This policy applies to employees of the Office of the Governor. Previously, the Office of the Governor considered itself to be covered by the model policy adopted by the State Ethics Commission on August 12, 1999. The Office of the Governor is adopting its own policy to clarify any ambiguity as to the application of the policy to its employees.

## **III. Policy Statement**

The Office of the Governor recognizes that state employees and state officers are responsible individuals who are the key to making government work for its citizens. It further recognizes that employees and officers occasionally need to use state resources for emergencies and other personal activities that cannot reasonably be handled away from work. These situations might include communicating with schools, child-care providers, physicians, and others. The Office of the Governor believes that accommodating occasional and limited use of state resources provides a public benefit of attracting and maintaining a diverse, well-rounded workforce. Employees should not be considered to have violated ethics rules by such limited, personal use of state resources.

### **A. Parameters**

The parameters of permissible use under this policy are as follows:

1. The use must not interfere with the performance of public duties.
2. The use must be infrequent, of short duration and, unless not reasonably practical, made on the employee's personal time.
3. The use must not be for the purpose of conducting business related to an outside commercial activity.
4. A state officer or employee may not make private use of any state property, which has been removed from state facilities or other official duty stations, even if there is not cost to the state.
5. This policy does not replace or lessen other restrictions, including rules that prohibit political activity in the work place.

**B. Law**

40 IAC 2-19(f) and (g):

(f) A state officer or employee shall not make use of state materials, funds, property, personnel, facilities, or equipment for any purpose other than for official state business unless the use is expressly permitted by general written agency, departmental, or institutional policy or regulation, considering the cost and the benefit of such use.

(g) A state officer or employee shall not engage in, or direct others to engage in work other than the performance of official duties during work hours, except as permitted by general written agency, departmental, or institutional policy or regulation.

Approved:

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Chief of Staff

February 28, 2003